

**Village of Port Dickinson  
Monthly Board Meeting  
May 13, 2025**

<b>Officers Present:</b>	<b>Mayor</b>	<b>Kevin M. Burke</b>
	<b>Trustees</b>	<b>Michael Cashman</b>
		<b>James DeGennaro</b>
		<b>Rob Moss</b>
	<b>Clerk</b>	<b>Susan Fox</b>
	<b>Treasurer</b>	<b>Sandra Reifler</b>
<b>Absent:</b>	<b>Trustee</b>	<b>Robert Warholic</b>

The meeting was called to order at 5:00 pm by Mayor Kevin Burke.

**PUBLIC HEARING:**

None

**PUBLIC COMMENT:**

Steve Horoschak, James Ave – question regarding water operational charge. Mayor Burke explained that the operational charge is comprised of all expenses relating to the distribution of water to homes. The increase was due to water line breaks over the last year which depleted the fund balance.

**APPROVAL OF MINUTES:**

Motion by Trustee Cashman, seconded by Trustee Moss, to approve the April 22, 2025 minutes.

AYE TRUSTEES: DEGENNARO, CASHMAN, MOSS

NAY NONE

**TREASURER'S REPORT:**

**AUDIT AND PAYMENT OF CLAIMS: Abstract #20 (2023-2024)**

1. Motion by Trustee DeGennaro, seconded by Trustee Moss, claims 1-6, 8, 10, 13-14, 17-25 as listed on the Abstract of Unaudited Vouchers for the General Fund for \$90,963.27

AYE TRUSTEES: DEGENNARO, CASHMAN, MOSS

NAY NONE

2. Motion by Trustee Moss, seconded by Trustee Cashman, to pay claims 2, 7, 9, 12, 14-16 as listed on the Abstract of Unaudited Vouchers Water Fund for \$11,857.43

AYE TRUSTEES: DEGENNARO, CASHMAN, MOSS

NAY NONE

3. Motion by Trustee Moss, seconded by Trustee Cashman, to pay claims 10-11 as listed on the Abstract of Unaudited Vouchers for the Sewer fund \$1,006.01

AYE TRUSTEES: DEGENNARO, MOSS, CASHMAN

NAY NONE

**COMMUNICATIONS:**

- Certificate of Liability Insurance received for Johnson Pools & Spas

## **TRUSTEE-COMMISSIONER REPORTS:**

Administration/Community Association – Robert Warholic, Trustee  
*Absent*

Public Works – Michael Cashman, Trustee  
*All is going well.*

Planning – none

Public Safety – James DeGennaro, Trustee  
*13 Code violations issued for various issues including: unregistered vehicles, garbage cans  
740 Chenango St has almost completed removal of fire debris.*

Parks, Water & Sewer – Robert Moss, Trustee

*Water/Sewer: 2 broken fire hydrants have been replaced, manhole extension installed on Riverview.*

Zoning Board of Appeals – none

## **RESOLUTIONS:**

1. Motion by Trustee DeGennaro, seconded by Trustee Cashman, to revise the Purchasing Policy – Purchase Contracts \$20,000 or above and Public Works Contracts \$35,000 or above need to go to competitive bid.  

AYE	TRUSTEES: DEGENNARO, MOSS, CASHMAN
NAY	NONE
2. Motion by Trustee Moss, seconded by Trustee DeGennaro, authorizing the Mayor to sign the Tax Collector's Warrant  

AYE	TRUSTEES: DEGENNARO, MOSS, CASHMAN
NAY	NONE
3. Motion by Trustee Moss, seconded by Trustee Cashman, awarding the 5 year renewable Self-Help Agreement to Vacri Construction Corporation for a total unit price of \$1,461.00 (22 items) with % increases per year of 3-4%.  

AYE	TRUSTEES: DEGENNARO, MOSS, CASHMAN
NAY	NONE
4. Motion by Trustee Moss, seconded by Trustee DeGennaro, authorizing the Mayor to sign an agreement with Empire Access for internet, phones and TV at Village Hall for \$290/month beginning as soon as service becomes available for a period of 60 months once service is established.  

AYE	TRUSTEES: DEGENNARO, MOSS, CASHMAN
NAY	NONE
5. Motion by Trustee DeGennaro, seconded by Trustee Cashman, authorizing the hiring of Marco Mancini, pending background investigation, as a part-time Police Officer at a salary of \$23/hr, increasing to \$25/hr as of June 1, 2025.

AYE        TRUSTEES: DEGENNARO, MOSS, CASHMAN  
 NAY        NONE

**OLD BUSINESS:**

- The \$100,000 NYS grant for Rochelle Rd water main replacement has not been received. The Treasurer will resubmit the information and the Mayor continues to follow up with Senator Webb's office.
- The Mayor and Treasurer will review options for funding for the Rochelle Rd. project.

**NEW BUSINESS:**

- Review of a 2014 water/sewer agreement with Town of Fenton and subsequent rate increases show an overpayment. Attorney VanWhy will draft a letter to the Town requesting an adjustment.

Motion by Trustee Cashman, seconded by Trustee Moss to adjourn at 6:20 pm

AYE    TRUSTEES: DEGENNARO, MOSS, CASHMAN  
 NAY    NONE

Respectfully submitted,  
 Susan E. Fox, Village Clerk

Village Water Consumption for : Apr. 25

Read			
dates:	Binghamton meter	Fenton Large	Fenton Small
5/1/2025	208829	41353423	9442533
3/31/2025	53551	41229351	9335889
Usage	155278	124072	106644
Total cubic ft:	385994		

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Read	
dates:	Town of Fenton Sewer Readings
5/1/2025	55179700
3/31/2025	55143900
Total	35800 cu. ft.

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Read	Wayne		
dates:	Ave.	sewer station readings (hours):	
	Pump1	Pump 2	Pump 3
5/1/2025	7454	20599	18523
3/31/2025	7426	20569	18495
Totals	28	30	28
Total hrs.	86		

## Village of Port Dickinson

Village Hall, 786 Chenango Street  
Port Dickinson, New York 13901  
Telephone: (607) 771-8233  
Fax: (607) 722-0072




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**John M. Broughton, Code Enforcement Officer**

### MONTHLY REPORT

April 2025

To: **Board of Trustees**

From: **John M. Broughton**  
**Code Enforcement Officer**

*Issued several garbage can/ removal warnings,*

*Attended 1 hours of in service training for yearly recertification*

*Follow up for 789 Chenango st , received exterminator report with 100% remediation, case closed*

*Walk thru at Abbey office Building , issuance of certificate of occupancy will be done when final paperwork provided by owner*

*Issued garbage can storage, rental registration, storage of construction debris, garage door violation to 676 Chenango St, owner has complied and case is closed*

*Issued dumping garbage violation to 853 Chenango St, re checked at end of April and advised the property owner that there was 3- pieces of debris still visible and I would re check the first of May to verify it was picked up or an appearance ticket would be issued.*

*Issued violation to 740 Chenango St owners for fire damage clean up, dumpster on site and debris is being loaded*

*Issued garbage can storage and garbage and construction debris violation to 41 Kirkwood Ave, received a call from owner, debris has been removed and he is making room for garbage cans inside of garage, will follow up*

*Issued unregistered vehicle storage, garbage and construction debris to 37 Kirkwood Ave, owner has complied and case is closed*

*Issued garbage can storage and garbage and construction debris violation to 54 Rochelle Rd., owner is now storing garbage cans in garage, will monitor this property as the owner has a history of non compliance long term*

*Issued grass violation to 7 Bromley Ave, owner mowed*

*Issued pest infestation, roof , paint violation to 11 Grant St*

*Issued garbage can violation and some storage of debris to 2 Kirkwood Ave, garbage cans appear to be stored out of view at this time and appears the debris is gone*



**The Village of Port Dickinson  
Department of Police  
Scot McDonald, Chief of Police**

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**Police Department Monthly Report**

Report Month:	<b>April</b>	Police Commissioner:	<b>Trustee J. DeGennaro</b>
Report Year:	<b>2025</b>	Chief:	<b>Scot McDonald</b>
Report Date:	<b>05/08/2025</b>	Deputy Village Clerk:	<b>Corina M. Beames</b>

**Total Complaints Received:72 (111)**

Med calls-5

Trespass-1

Assistance rendered-3

Civil matters-2

Domestic-5

Check welfare-8

Mental health-3

MVAPD-2

Vehicle repo-1

Building checks-2

Person's annoying-5

Dispute-5

DV-1

Suspicious-7

Traffic stop-6

Forgery/fraud-2

Missing/runaway-1

Death investigation-1

Shots fired-1

Abandoned vehicle-1

**Parking tickets issued-1**

**Miscellaneous-10** *\*Includes Assist other agencies, Lockouts, Alarms, Animals, Traffic lights, Information, code enforcement, special details, vacant properties , and Etc.*

**491 start mileage:30,638**  
**Ending mileage 30,802**  
**Total:164**

**492 start mileage: 86,481**  
**Ending mileage 88,404**  
**Total:1923**

# Report of the CHIEF April 2025



## Alarms

ALARMS		RESPONSE		TIMES	
Fire	8	Avg Members Response (F)	3.13	Med Avg	
EMS	5	Avg Alarm to Response	2.50	0700-1500	
Error		Avg Alarm to Arrival	4.33	1500-2300	
<b>Total</b>	<b>13</b>	Total Time in Service (hh:mm)	4:00	2300-0700	
MUTUAL AID		LOCATION		DOLLAR LOSS/VALUE	
Given	7	Village of Port Dickinson	4	<u>Fire Loss</u>	
Received		Town of Dickinson	3		
Engine 94		Town of Fenton	5	<u>Property Saved</u>	
No Tone		Town of Chenango			
		Town of Kirkwood	1	<u>Fire Loss YTD</u>	-
		City of Binghamton		\$146,000	\$56,
		Other		<u>Property Saved YTD</u>	
				\$351,000	
		CASUALTIES		YTD	
		Fire Service Injured	0		
		Fire Service Death	0		
		Civilian Injured	0		
		Civilian Death	0		

CODE	DESCRIPTION		YTD	CODE	DESCRIPTION		YTD
111	Building Fire	1	6	444	Power Line Down	2	
114	Chimney Fire			4441	Phone/Cable Line Down		
131	Passenger Vehicle fire			445	Arcing electrical equipment		
142	Brush Fire		1	520	Water Problem, other		
150	Outside Rubbish Fire			550	Public Service Assistance		
212	Overpressure Steam Boiler			571	Standby/Moveup	1	
311	Medical Assist, Assist EMS		5	611	Dispatched, Canceled enroute	1	
3001	EMS Incident, No Response	2	23	651	Smoke Scare, Odor of Smoke		
321	EMS Incident, Except MVA	1	5	700	False Call, False Alarm, Other		
322	MVA w/ Injury		2	714	False Alarm - Malicious		
323	Vehicle vs Ped Accident			735	Alarm Activation - Malfunction		
324	MVA w/out Injuries			745	Alarm Activation - Unintentional	1	
350	Rescue/Extrication, other			746	CO Alarm Activation, No CO		
355	Confined Space Rescue			800	Severe Weather, other	2	
412	Gas Leak (NG or LPG)			813	Windstorm Assessment		
4121	Gas Leak, no leak found		4				
424	Carbon Monoxide Incident						
440	Electrical/Wiring Problem				<b>TOTAL</b>	<b>11</b>	

**Report of the Chief**  
**April 2025**



**TRAINING**

SUMMARY	Training Hours Offered	Average Members Present	Total Man Hours
April	6	5.75	30
YTD Totals	30	6.58	198
Non Department 35 Training			

Wk	Date	Lesson	Training Hours Offered	Members Present	Total Man Hours
	4/7/2025	Driver Training	2	6	12
	4/14/2025	Monthly Meeting		8	0
	4/21/2025	Hydrant Operations	2	5	10
	4/28/2025	Annual Hose Testing - Rack	2	4	8